A Guide To The HSOT Book Synopsis

1.0 What we are looking for in your Synopsis

Unless otherwise specified, for purposes of Harvest Institute, a synopsis of a given book shall seek to address the following three questions:

1. What is the main thrust/idea/point of the book?
2. Giving clear, authentic examples from your life now, how does this main thrust/idea/point of the book apply to your leadership journey?
3. What specific things are you going to change, teach and apply in your life as a result of reading the book?

2.0 Writing Structure

While answering the above questions, you should structure your synopsis to have a clear introduction, main body as well as a compelling conclusion. Ensure that you proof read your synopsis before you submit it so as to avoid all grammatical and spelling errors

3.0 Word Count

All synopses shall have a total word count of no more than 1500 words and no less than 1200 words unless otherwise specified.

4.0 Title

Develop a title that is creative and appropriate for your assignment.

5.0 Saving your file

All assignments must be submitted in PDF format. The file name must begin with your First name, surname, and the assignment name

For Example:

 Bill Gates - 15 Invaluable Laws of Growth - Synopsis

5.0 Submission of Synopsis

All assignments must be submitted by email (PDF Format) to the following form:

https://bit.ly/HSOT-Synopsis-Form

6.0 Standard formatting style of Assignments

Your assignment must be formatted in the style below (do not alter the font style or line spacing)

Title of Your Synopsis (be creative!)

Please use this format for your assignments. Update the Fields at the top with your name, date and module as appropriate. Develop a title that is creative and appropriate to introduce your assignment.

The main body of your assignment should be set using 'Assignment Body Text' selected from the style menu on the menu bar. Please do not modify layout in any way. This is the standard and will be used for ALL assignments unless otherwise specified.

If you quote someone in your assignment and it would take up more than 3 lines in a paragraph please use the specific style in the style menu called 'Assignment Quotation'. You do not need to use quotation mark in that case, but you should always follow the quotation with credit/reference source in brackets. The quotation needs to be clearly introduced with a preamble. For example, To quote Dale Carnegie:

> *I often went fishing in Maine during the summer. Personally I am very fond of strawberries and cream, but I have found that for some reason, fish prefer worms. So when I went fishing, I didn't think about what I wanted. I thought about what they wanted … Why not use the same common sense when fishing for people. (Dale Carnegie, How to Win Friends and influence People)*

 For short quotation (less than 3 lines) feel free to include them in a normal paragraph, but use quotation marks and add the credit/reference in brackets after the

quote. For example: We believe John Maxwell was right when he said that, "everything rises and falls on leadership". (Five Levels of Leadership)

Remember to update the field [YOUR NAME] at the top of the second page. It will then automatically update when you add subsequent pages along with the automatic page number. Please use the insert/page break facility from the menu bar, rather than adding many line spaces to shift text to a new page when required.